

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: June 20, 2005
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

PUBLIC HEARING

President Godfrey called the Public Hearing on the proposed Preliminary Budget for 2005/2006 to order at 4:00 p.m. There were no public comments; the hearing was closed at 4:01 p.m.

PRELIMINARY BUSINESS

President Godfrey called the regular meeting to order at 4:01 p.m.

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, and James VanderRoest.

Approval of Agenda

President Godfrey indicated the addition of a recommendation to approve the Capital Improvement Plan Budget, and revisions to the Personnel Item (III B) and the Board Calendar (V A). In addition materials for the Bookmobile Sale/Purchase and the restated Bylaws were distributed to board members.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Adopt the Preliminary Budget and Set the Millage Rate for 2005/2006

Recommendation: A. Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget and authorize that 3.9583 mills be levied for library operations for fiscal year 2005/2006.

Executive

Summary: The budget was reviewed at the May board meeting. A public hearing was conducted prior to this meeting for consideration of the budget and millage rate by the public.

MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED ADOPTION OF THE RESOLUTION AS RECOMMENDED.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. Addison – yes; Dr. Brown – yes; Ms. Godfrey – yes.



Motion Carried 6-0.

B. Capital Improvement Plan Budget for the Three Years Ending June 30, 2006

Recommendation: **Director Rohrbaugh recommended the board approve the Capital Improvement Plan Budget for the Three Years Ending June 30, 2006.**

Executive

Summary: This budget was reviewed at the May board meeting.

MOTION: C. ADDISON MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN BUDGET FOR THE THREE YEARS ENDING JUNE 30, 2006.



Motion carried 6-0.

C. Easement for Gas Pipeline at Washington Square

Recommendation: **The director recommended the board authorize her to sign the agreement “Easement for Gas Pipeline” with Consumers Energy.**

Executive

Summary: Action on this item was tabled at the May board meeting until sufficient answers were provided regarding use of the land above the pipeline and what other options might be available. Subsequent to the meeting Ernie Clemence pursued those questions with the appropriate Consumers Energy and City of Kalamazoo representatives. Information received from them was provided to trustees. It seems this is the best of the alternatives available.

President Godfrey felt the questions had been answered sufficiently to consider the question.

ORIGINAL MOTION: C. ADDISON MOVED AND L. DYKSTRA SUPPORTED ADOPTION OF THE RESOLUTION TO GRANT THE EASEMENT AT WASHINGTON SQUARE AND AUTHORIZE THE DIRECTOR TO SIGN IT.

Discussion: D. Brown saw no reason the high-pressure gas pipeline couldn't follow established public corridors. If the easement is granted, the library will be unable to use the affected land for an indefinite period of time. He felt it is inappropriate for the board to cede that level of control of public property to a private entity.

In response to a question from L. Dykstra, L. Godfrey indicated it is very unlikely the library would ever want to sell the land in question since it contains the berm that protects our property from flooding.

J. VanderRoest said he thinks the easement could be extinguished if necessary through the power of condemnation. The only restriction on property use of the land affected by the easement is that we could not erect a structure on it.

Motion carried 5 – 1 (with D. Brown dissenting)



II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ann Sarenus, of 2007 Miles, and a KPL librarian told the board she was recently elected president of the Kalamazoo Professional Librarian Association (KPLA) and will be attending board meetings in the coming year as the KPLA representative.

President Godfrey introduced Joyce Underkofler, who will be the Friends of Kalamazoo Public Library's representative to board meetings.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of May 23, 2005

B. Personnel Item

Presentation: **David Senecal** will retire from the librarian staff effective August 31, 2005. His last work day

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will be June 30, 2005. Mr. Senecal joined the staff in 1970 in a student position and joined the librarian staff in 1972. He has been a staff member in Adult Services with primary responsibility for overseeing the materials selection process and development of the adult circulating collection.

Disposition: The board accepted the minutes of the May 23, 2005 meeting and the personnel item as presented.

L. Dykstra asked if there would be some board recognition of Mr. Senecal's 35 years of service. President Godfrey indicated she and A. Rohrbaugh would do what is appropriate.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2005

Recommendation: Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending May 31, 2005.

MOTION: C. ADDISON MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.



MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

A. Board Calendar of Meetings for 2005/2006

Recommendation: A. Rohrbaugh recommended board approval of a calendar of meetings for 2005/2006.

Executive

Summary: A suggested calendar was developed for board consideration. Exceptions to the fourth Monday are noted on the calendar.

MOTION: L. DYKSTRA MOVED AND D. BROWN SUPPORTED A MOTION TO APPROVE THE CALENDAR AS RECOMMENDED.

Discussion: A. Rohrbaugh indicated the proposed calendar does not conflict with national conferences.



Motion carried 6-0.

B. Position Reclassification

Recommendation: The director recommended reclassification of the "Community Information Specialist / Law Librarian" position from librarian II to librarian III effective July 1, 2005.

Director Rohrbaugh explained this position has grown and expanded considerably. The responsibilities assigned to this position are very comparable to other librarian III positions. Although the incumbent has "grown" the job with the support of the supervisor and the library administration, were it to become vacant, we would retain these job expectations and look for a new hire with a skill set to match. Upon approval of this recommendation, the job title would be changed to Lead Librarian, Community Information/Law Library.

The annual cost for this reclassification is about \$2,000. The recommendation was reviewed and supported by the Personnel Committee.

MOTION: **R. BROWN MOVED AND J. VANDERROEST SUPPORTED THE RECOMMENDATION TO RECLASSIFY THE COMMUNITY INFORMATION/LAW LIBRARIAN II POSITION TO LEAD LIBRARIAN III AS RECOMMENDED.**



Motion carried 6-0.

C. Increase in Library Aide II Pay Range

Recommendation: **The director recommended the pay range for Library Aide II be increased by \$1.00, from \$6.50 - \$7.50 per hour to \$7.50 - \$8.50 per hour effective July 8, 2005, the beginning of the first full pay period in the new fiscal year, paid on July 29, 2005.**

MOTION: **D. BROWN MOVED AND R. BROWN SUPPORTED THE MOTION TO INCREASE THE PAY RANGE FOR LIBRARY AIDE II POSITIONS BY \$1.00/ HOUR AS RECOMMENDED.**

Executive
Summary:

We continue to have difficulty hiring library aide II employees, especially for the Tech Center. The nearest public library, Portage District Library, pays \$7.15 to \$8.50 for this level. Many other employers with whom we are competing for the same pool of employees pay about \$8.00 per hour.

A \$1 per hour increase for library aide II's would cost about \$16,000 for the fiscal year and can be accommodated within the 2005/2006 budget. We usually employ about 40 library aide II's at any given time. This pay increase would not adversely impact on other hourly rates of pay nor on any salaried classification. We would continue to monitor the rates for other KPL hourly classifications and would expect eventually to recommend changes in those as well. Such changes are not necessary at this time; we are able to hire and retain employees at those levels.

This recommendation was reviewed and is supported by the Personnel Committee, and has been discussed with the Finance and Budget Committee.



Motion carried 6-0.

D. Budget Revision – Teen Programming Account

Recommendation: **A. Rohrbaugh recommended the Other Funds budget for the Agency Gifts and Grants (A20) Teen Program (P252) be increased by \$1885 to cover greater than expected expenditures for the spring teen literary seminar.**

MOTION: **R. BROWN MOVED AND C. ADDISON SUPPORTED A MOTION TO INCREASE THE TEEN PROGRAM BUDGET BY \$1885 AS RECOMMENDED.**

Executive
Summary:

Attendance at the spring teen literary seminar increased dramatically above estimates; as a result budgeted expenditures were inadequate. The budget needs to be adjusted to cover expenditures.



Motion carried 6-0.

E. Bookmobile Sale/Purchase

Recommendation: **Director Rohrbaugh recommended the library's current bookmobile be traded in, that one available through Farber Specialty Vehicles be purchased, and that we contract with Farber to perform the repair and maintenance work as proposed, including cleaning, inspecting, and replacing parts as needed in the generator.**

Executive
Summary:

Our bookmobile driver, Dale Ford, has talked with staff at the Toledo-Lucas County Library who drove and handled the maintenance of the bookmobile to be purchased. They confirmed its good condition; their standards of care and regular preventive maintenance are similar to ours. In addition, Dale has found an experienced, local mechanic who works on Kohler generators and would be interested in doing all maintenance on the vehicle. Our current mechanic is in Grand Rapids; a change to a Kalamazoo mechanic would be welcome.

The cost for the vehicle, minus the trade-in, plus the repair work to be done by Farber would be about \$8,250. The cost to add KPL graphics to the exterior would be about \$3,500. There are sufficient funds within the "other" account line items to cover this year-end expenditure.

Upon board approval, paperwork would be finalized and we would expect an early September delivery of the vehicle. Hopefully we could have it on the road with a week or two of its arrival in Kalamazoo.

MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO TRADE IN AND REPLACE THE BOOKMOBILE AS RECOMMENDED BY THE DIRECTOR.

Discussion: In answer to questions, A. Rohrbaugh said we want to replace the current bookmobile because of its history of excessive mechanical problems and expensive repairs. In addition, because it is so large a CDL license with airbrake endorsement is needed to be able to drive it. That has caused a shortage of substitute drivers. Although the new vehicle will hold fewer books, it is expected to be more reliable so we can better make our scheduled stops. It also has a wheelchair lift which should allow us to visit more senior facilities.

She added that even if we buy this bookmobile, the life expectancy of the vehicle is estimated at 7-8 years, so we should begin planning soon what we will do at that point; we should probably begin soon to save money to purchase a new one if that is the decision.

C. Addison commented she thinks the positive effect on public relations of seeing the bookmobile driving around town is underrated.



Motion carried 6-0.

F. Bylaws

Recommendation: J. VanderRoest recommended board approval of the restated bylaws.

Summary: Trustees were given the restated bylaws at the May board meeting to review. J. VanderRoest said he received comments from L. Godfrey but from no one else. He said he tried to update the bylaws to make them more functional and to reflect library board practices rather than the school system, which is what they were modeled on originally. He clarified the duties of the board and the director.

MOTION: J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO ADOPT THE BYLAWS AS RESTATED.

Discussion: D. Brown proposed an amendment to the motion to adopt the bylaws to change the wording in 4.1.2 regarding the ad hoc nominating committee established annually to develop a slate of board officers for consideration by the full board in July. Rather than have the committee comprised of the three trustees who are not currently officers, he proposed the board chair be responsible for appointing the nominating committee subject to approval by the board. This

would make it consistent with the language under 4.4.b that speaks to committee appointments.

There was some discussion of the history of how the nominating committee has been established and operated in the past, problems that have been encountered and problems that might develop under the process described in the proposed amendment. The wording in the restated bylaws reflects past practice over the last several years. It was agreed that whatever process is followed to nominate board officers, the most important point is to canvass all trustees.

**MOTION TO
AMEND #1:**

D. BROWN MOVED AND R. BROWN SUPPORTED AMENDING THE BYLAWS AS PROPOSED TO CHANGE THE WORDING IN 4.1.2 TO BE CONSISTENT WITH THE WORDING IN 4.4B REGARDING THE ESTABLISHMENT OF A NOMINATING COMMITTEE.

Disposition:

Motion to amend failed 2-4. (Addison, VanderRoest, Dykstra and Godfrey dissenting)

Discussion:

D. Brown asked about the change in 4.4.D that would allow the president to make a motion or support a motion; to allow that is not according to parliamentary rules.

J. VanderRoest said the parliamentary rules are really set up for large bodies; with a board as small as ours, it is awkward as President to not be able to occasionally make or second a motion. He felt it behooves the board to give the president the authority to propose actions.

After a brief discussion, it was agreed it would be advantageous for the president to have the authority to propose actions; there was no change proposed for section 4.4.D.

D. Brown suggested the "Board Member Compensation" language be revised to eliminate specific dollar amounts and types of meetings for which trustees should be reimbursed. If the language refers only to district library law, there will be no need to revise the bylaws if the law is changed that addresses amounts or types of meetings change.

**MOTION TO
AMEND #2**

J. VANDERROEST MOVED AND D. BROWN SUPPORTED A MOTION TO REPLACE THE WORDING IN 5.7.1 "BOARD MEMBER COMPENSATION" TO READ: "EACH MEMBER OF THE BOARD OF TRUSTEES SHALL RECEIVE COMPENSATION AT THE MAXIMUM AMOUNT ALLOWED BY LAW FOR ANY MEETING FOR WHICH COMPENSATION IS ALLOWED BY LAW."

Discussion:

There is no indication that the dollar amount will be raised from the current stipend of \$30 per meeting.



Amendment #2 to the original motion carried 6-0.



The motion to approve the restated bylaws with the approved amendment carried 6-0.

No Reports

President Godfrey asked for "Trustee Comments" ahead of "Committee Reports" as R. Brown needed to leave the meeting early.

VI. TRUSTEE COMMENTS

Trustees recognized Robert Brown's 12 years of service on the library board, particularly citing his dedication to doing what is best for library patrons, his belief that KPL is a library system, not a central library and branches, his willingness to do whatever was asked of him

without ego, and his complete family commitment to the library. His service as chair and as a member of the Finance & Budget Committee was also highlighted.

Trustees and staff presented him with a framed collage of pictures of all five library locations that included a plaque detailing his years of service to the library and the community as a library trustee.

Mr. Brown expressed his appreciation to his colleagues on the board and the library staff.

VII. COMMITTEE REPORTS

A. Finance & Budget Committee

J. VanderRoest indicated there was nothing to report.

B. Personnel Committee

C. Addison had nothing to report.

VIII. OTHER BUSINESS

A. Directors Report

Presentation: The director highlighted several items from her report. The action taken by congress in the last two weeks to eliminate the section of the US Patriot Act that allows unfettered access to federal agents to patron library records is good news, but may be vetoed by President Bush.

We are beginning to work towards compliance with the first level of the Quality Services Audit Checklist. (QSAC) These are PLFIG developed standards for Michigan libraries to meet – many of the items involve the board so will likely be on upcoming agendas. Management Team will work on these quality standards as a committee of the whole with coordination by M. Coash.

The cost to the library for the recent election was a little more than double what it has been in the past due to the increased number of precincts as a result of the election consolidation law.

The *Reading Together* written report is complete and available for trustees to review.

The library was awarded the “Kalamazoo Bar Association Recognition Award” and a “State of Michigan -- Special Tribute” at a recent luncheon honoring over 100 attorneys who provide legal services on a pro bono basis in conjunction with the law library. In addition the county will honor those attorneys soon as well. L. Godfrey said the timing of these awards that show how valuable the law library is to the community is good as we are about to enter talks about extending the law library contract with the county.

The director also told the board Ernie Clemence’s continued efforts to talk with the city about the Washington Square water problem has paid off – they will allow us to connect to the city’s storm drain. The cost to accomplish this project may exceed \$10,000. There was some discussion of the specifics of the project.

MOTION:

J. VANDERROEST MOVED AND CYNTHIA ADDISON SUPPORTED A MOTION TO AUTHORIZE IN ADVANCE THE FUNDS TO CONNECT WASHINGTON SQUARE TO THE CITY’S STORM DRAIN IN AS FISCALLY RESPONSIBLE MANNER AS POSSIBLE.



Motion carried 6-0.

Note: R. Brown left at this point in the meeting.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

X. TRUSTEE COMMENTS

J. VanderRoest attended the Stand for Children event in Bronson Park and plans to read to children next year.

He also referred to the alliance the library has formed with the county to provide the county law library and said the community needs to follow that example. He hopes we can continue the partnership since it is an important service to the whole county and beyond. It is a fine example of what needs to be done to move our county forward.

D. Brown and C. Addison both expressed their appreciation for the daily e-mail update on KPL they receive. They are impressed with the daily range of services and feel more tuned into what is going on at KPL. L. Dykstra asked if others might receive it as well if they asked to be included on the e-mail list; Marti Fritz, CRO Manager, indicated we could add to the distribution list.

L. Godfrey indicated the board will receive applications from district residents interested in being appointed to the vacant seat on the board of trustees through July 5. An open meeting of the trustee appointment sub-committee (Godfrey, Addison, D. Brown) will be held to consider the applications received prior to the July board meeting, when they will bring a recommendation for appointment to the full board.

X. EXECUTIVE SESSION

MOTION: L. DYKSTRA MOVED AND C. ADDISON SUPPORTED MOVING TO EXECUTIVE SESSION TO CONDUCT THE DIRECTOR'S SIX MONTH EVALUATION.

Roll Call Vote: Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 5-0. The meeting moved to executive session at 5:28 p.m.

MOTION: MR. VANDERROEST MOVED AND MS. ADDISON SUPPORTED THE MOTION TO RETURN TO PUBLIC SESSION.

Roll Call Vote: Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 5-0. The meeting returned to public session at 6:12 p.m.

MOTION: J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO MODIFY THE DIRECTOR'S CONTRACT TO COINCIDE WITH THE LIBRARY'S FISCAL YEAR FROM JULY 1 TO JUNE 30 WITH THE EVALUATION TO OCCUR NO LATER THAN JUNE 30 OF EACH YEAR. THE CONTRACT WILL BE ROLLED FORWARD FOR A THREE YEAR PERIOD ENDING JUNE 30, 2008. IN RECOGNITION OF HER PERFORMANCE OVER THE LAST SIX MONTHS AND THE ANTICIPATION OF HER PERFORMANCE OVER THE NEXT TWELVE MONTHS, HER TOTAL COMPENSATION PACKAGE WILL BE INCREASED BY 4.2% , THE SAME FIGURE APPLIED TO ALL LIBRARY STAFF MEMBERS.



Motion Carried 5-0.

XI. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:15 p.m.

Donald J. Brown, Acting Secretary